

City of Milpitas Building Inspection Division

455 E. Calaveras Blvd., Milpitas, CA 95035
Telephone: 408-586-3240 • Fax: 408-586-3285

Residential Additions & Remodels Submittal Requirements

Project Address: _____

Date: _____

In order to process and expedite your request for a Building Permit, please submit the applicable items listed below and include this Checklist in your submittal. Please ask the Building Inspection staff if you have any questions.

Three (3) complete sets of drawings (minimum size: 11 inches x 17 inches) to include:

1. Architectural

- ☐ **Plot Plan.** Location of the existing building, the proposed addition and all other structures on the lot. The plot plan should show all front, side and rear setback distances, and distances between buildings and easements.
- ☐ **Roof Plan.** Overview of the roof.
- ☐ **Floor Plan.** Provide a floor plan that shows the new as well as the existing rooms, and the use of each rooms.
- ☐ **Elevations.** Exterior elevations should show the existing as well as the proposed addition/alteration.
- ☐ **Cross Sections.** A minimum of two detailed cross sections are required.
- ☐ **Details and Notes.** Provide and include the applicable construction details and notes.

2. Structural

- ☐ **Foundation Plan**
- ☐ **Floor Framing Plan(s)**
- ☐ **Wall Framing Plan(s)**
- ☐ **Roof Framing Plan(s)**
- ☐ **Cross Sections**
- ☐ **Details and Notes**

3. Electrical, Mechanical, and Plumbing

- ☐ **Electrical.** Show the location of the electrical service, panels, switches, lights and receptacles. Also provide calculations to show the sizing of the electrical service.
- ☐ **Mechanical.** Provide and show on the plans the proposed locations for the registers. Note: HVAC sizing calculations will be required for all submittals.
- ☐ **Plumbing.** Show the proposed plumbing fixtures on the plans.

Checklist Continues

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4. Documentation

- ☐ **Structural Calculations.** Provide two sets of calculations.
- ☐ **T-24 Energy Reports.** Provide two sets of the reports. Note: the applicable sections of the report shall be incorporated into the drawings.

Notes:

1. If one or more required items are not submitted, the application will be considered incomplete and will not be processed.
2. Building Permits may only be issued to a Homeowner or a Licensed Contractor.
3. If the Homeowner is going to **hire** workers, it is required by State Law that the homeowner obtain Worker's Compensation insurance. Proof of insurance is required prior to the issuance of a building permit.
4. Homeowner permits will be issued for construction, if the owner indicates the intent to do his/her own work. In the event that inspection shows that the applicant is unable to perform the work satisfactorily, the work, must be performed by licensed contractors. Homeowners assume the same responsibility as contractors.

Signature:

I have read the above information and have submitted all the required information.

Print Name: _____ Telephone Number: _____

Signature: _____ Date: _____